

**TITE:** Team Leader

**JOB GOAL:** A high-performing collaborative team of teachers is the heart and soul of a school that functions as a professional learning community, and a highly effective team is invariably led by an effective team leader. The success of the school to achieve its mission of ensuring high levels of learning for all students depends to a great degree on the leadership capacity of the team leaders in each school. Thus, the selection of team leaders in the School District of Altoona is a thoughtful, informed, and deliberate decision of critical importance.

**REPORTS TO:** Building Principal

**COORDINATES WITH:** Teachers and other professionals

**PERFORMANCE RESPONSIBILITIES:**

1. The educators who serve in this very important role are expected to coordinate and *lead* the work of their team. They will *report directly to the building principal*. Additionally, team leaders serve as contributing members of the principal's administrative/leadership team. Team leaders are expected to articulate and communicate to the administration faculty questions, needs, and concerns, while at the same time communicating and explaining the rationale and specifics of the administration's plans and initiatives to the faculty. The team leader serves as *one of the important communication links* between the administration and the faculty.
2. Team leaders are expected to enhance the capacity of their team to work *interdependently* to achieve *common* goals for which team members hold themselves *mutually accountable*. In fulfilling the role of leading their team, team leaders are responsible for such functions as leading the team in preparing and utilizing team norms, planning agendas, chairing meetings, serving as a another communications link between the administration and the faculty, leading the work of teams in analyzing and improving student learning data, seeking out and experimenting with best practices, leading the collaborative development and attainment of learning improvement goals, and identifying and communicating professional development needs.

*Team leaders must work continually to enhance the effectiveness of their team by ensuring that the team focuses on the critical questions and practices associated with improving student learning in a manner that is reflective of the highest quality.*

3. Educators who serve as team leaders must have a *demonstrated record of effectiveness in their own teaching*, and they must have *earned the recognition and respect of their peers*. Team leaders must have excellent planning and organizational skills as well as the ability to work well with others. In order to enhance the leadership capacity and effectiveness of others, team leaders must model a desire and willingness to continually learn, constantly seeking ways to first improve themselves so that they can more effectively lead their team.

In short, the School District of Altoona is seeking *outstanding* individuals to *lead* building-level collaborative teams of teachers in order to more effectively impact student learning levels, *student by student, skill by skill*, continually focusing on the work that matters.

Reference:

<http://www.allthingsplc.info/blog/view/54/team-leaders-in-a-professional-learning-community>

Adopted: 09/18/17